

# CACFP Record Keeping:



## Permanent Records

# Permanent Records

## **Why must I maintain Permanent Records?**

7 CFR 226.15(e)(1) Copies of all applications and supporting documents submitted to the State agency shall be collected and maintained

# Permanent Records

## Which records should I maintain permanently?

- Application
- Policy Statement
- Permanent Agreement
- Facility Applications (*sponsors only*)
- Facility Agreements (*sponsors only*)

# Application

## **Provides pertinent information about your program operations:**

- Meal types served
- Meal service times
- Age range served
- Food program budget
- Key staff and their responsibilities
- Management Plan (*sponsors only*)
- Administrative Budget (*sponsors only*)

# Policy Statement

## **Assures the State Agency that:**

Participants will receive the same meals at no separate charge.

Institutions/facilities will not discriminate.

Institutions/facilities meal service & claiming will follow SA procedures.

# Policy Statement

## **Assures the State Agency that:**

The institution accepts final administrative and financial responsibility for operating the CACFP.

The institution will notify the SA of all pertinent changes that may affect the program.

# Policy Statement

## **Assures Institutions that:**

The SA will ensure institutions receive sufficient training and technical assistance to facilitate an effective program.

# Permanent Agreement

## **Rights and responsibilities of responsible individuals/principals and the SA.**

- Certification that your application is true and correct
- Agree to comply with CACFP regulations 7 CFR 226
- Subject to announced/unannounced visits by SA or feds
- Non-discrimination
- Permanent agreement until either party terminates
- A-133 audit (*if necessary*)
- Fines and/or possible imprisonment for, fraud, theft, etc.



# Permanent Records

**Again, contact your Specialist if you are missing the following:**

- Application
- Policy Statement
- Permanent Agreement
- Facility Applications (*sponsors only*)
- Facility Agreements (*sponsors only*)

**The end.**